



You have opened the application form for the

Superintendent

of

Port Townsend School District

Port Townsend, Washington

In order to be considered for this position, you must submit the following:

- ✓ This application form (signed with questions answered)
- ✓ A cover letter
- ✓ A résumé
- ✓ Credentials (transcripts, certification of teaching/supt. degree, letters of recommendation, etc.)

by

Tuesday, January 31, 2012

If our office has not received these materials by the date of closing, you will not be considered for this position. Application materials may be sent to:

McPherson & Jacobson, L.L.C.
7905 L St., Suite 310
Omaha, Nebraska 68127

or

Faxed to: (402) 991-7168

or

Emailed to: apps@macnjake.com

Port Townsend School District
Application Information Form

Port Townsend, Washington
Position: Superintendent

Title: Dr. Mr. Ms. Mrs. (other—please list) _____

Name: _____ Telephone _____

Home Address: _____ Office: () _____
 _____ Home: () _____
 _____ Cell: () _____

Zip Code: _____ E-mail: _____

Record of Professional Education (in reverse chronology)

Institution	Graduation Date	Major	Degree
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Record of Professional Experience (in reverse chronology)

Title	Dates	District	State	Enrollment	Annual Salary
_____	_____ to _____	_____	_____	_____	_____
_____	_____ to _____	_____	_____	_____	_____
_____	_____ to _____	_____	_____	_____	_____
_____	_____ to _____	_____	_____	_____	_____
_____	_____ to _____	_____	_____	_____	_____

Give names, titles, addresses, and telephone numbers of three administrators and/or school board members familiar with your career that we may contact. This will be done confidentially.

Name	Title	Business Phone	Home Phone	Cell Phone
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

The Board of Directors has identified the following qualities for the superintendent of schools.

Please respond to each of the qualities stressing your experience, strengths, and abilities in each area, limiting your responses to between 200 and 500 words for each item.

The Port Townsend School District Board of Directors, Port Townsend, Washington, is seeking a highly qualified superintendent of schools. The successful candidate will appreciate the challenge of working in a community that has a highly educated community, a strong commitment to place, and a sophisticated understanding of the world. Students who learn in Port Townsend schools are the beneficiaries of a small-scale school system that purposefully prepares them to go into the larger world to further their achievements and contributions.

1. The successful candidate will possess strong communication skills, both written and verbal, and utilize multiple forms of media. This candidate builds consensus among diverse groups, and is regularly accessible and visible in the schools and community.
2. The successful candidate is a visionary leader who inspires students, teachers, parents and community and has the courage to make tough decisions, bring about needed change and be entrepreneurial in approach.
3. The successful candidate will be a person that sets high expectations and standards for all students and staff and delivers on them. He/she accepts responsibility for graduating young people that are prepared for post-secondary learning.
4. The successful candidate has demonstrated experience in school finance, the creative use of resources, and utilizes data-based decision making. The successful candidate can demonstrate the ability to set goals, implement objectives and measure outcomes.
5. The successful candidate has a strong demonstrated background in curriculum; a suite of successful experiences initiating and implementing innovative programs including career and technical education programs, and integrating technology throughout the system from the classroom to the board room.

Note: *The successful candidate must be willing to live in the district. A superintendent certificate is preferred.*

Do you have a Superintendent Endorsement for the state represented by the position listed on this Application Information Form? Yes ____ No ____

I certify that the information provided herein is true and complete to the best of my knowledge.

Applicant hereby waives his/her right to confidentiality with regard to his/her work record or criminal record and consents to and authorizes the release of information from current or former employers and/or law enforcement personnel upon inquiry under this application.

Signature of Applicant: _____ Date: _____

This application must be COMPLETED and RETURNED by: JANUARY 31, 2012

**Port Townsend School District
McPherson & Jacobson, L.L.C.
Executive Recruitment and Development
7905 L St., Suite 310
Omaha, Nebraska 68127
Phone: (402) 991-7031
E-mail: apps@macnjake.com
Fax: (402) 991-7168**

AA/EEO Employer